

2010/2011 Fee Waiver Eligibility Requirements and Procedures

Introduction

During 2010–2011, ACT will again make fee waivers for the ACT® test available to economically disadvantaged high school juniors or seniors testing in the U.S., U.S. territories, or Puerto Rico. Funds are limited, however, and once they have been exhausted, requests for waivers will be denied. Schools are therefore encouraged to seek alternate funding sources within the community.

Audits of Submitted Waivers

In order to serve as many economically disadvantaged students as possible, only students who meet the requirements outlined in this document and on the fee waiver forms are eligible for an ACT Fee Waiver. ACT will routinely audit school and agency compliance with fee waiver requirements. In doing so, ACT may request written evidence of student eligibility. Non-eligible students may be billed, and non-compliant schools/agencies may be denied additional waivers.

What the ACT Fee Waiver Covers

Fee waivers cover the basic registration fee for either the ACT (No Writing) or the ACT Plus Writing. This fee includes one report to the high school (if the student authorizes reporting) and up to four college choices (if valid codes are provided when the student registers).

Waivers may NOT be used to pay for any of the following:

- Late registration fee
- Test date, test option, or test center change fee
- Additional college choices
- Standby fee
- Other services or products
- Residual (on-campus) testing

Eligibility Requirements

Students must meet ALL THREE of the following eligibility requirements.

1. Economic Need. Students must meet one or more of the following indicators of need:

- Student's family receives low-income public assistance.
- Student is a ward of the state.
- Student resides in a foster home.
- Student is homeless.
- Student participates in the free or reduced-price lunch program at school.
- Student participates in a federally funded TRIO program such as Upward Bound.
- Student's total family income is at or below the following maximum amounts established by the Bureau of Labor Statistics Low Standard Budget for 2010:

No. in Family	2010 Total Income Before Taxes
1	\$ 12,300
2	20,200
3	27,700
4	34,200
5	40,400
6	47,200
More than 6	47,200 plus \$3,650 for each additional family member

2. Grade Level. Fee waivers are available ONLY to students currently enrolled in high school as juniors or seniors.

3. Usage Restriction. To ensure that limited funds reach as many eligible students as possible, students may use a maximum of TWO fee waivers total. Due to processing costs, the waiver is used once the student registers (or is approved for Special Testing), even if the student does not test on the requested test date.

Procedures

Requests must be submitted on a current, official ACT fee waiver form. Fee waivers are valid through August 31 each year. Altered forms, photocopied forms, obsolete forms, or requests on letterhead will NOT be accepted. Each request is valid only if it is properly completed and personally signed by both the student and school/agency official. Each waiver has a **serial number** printed in the top-right corner.

Instructions for submitting the serial number online or returning the waiver form with a paper registration or Special Testing request are on the printed form under "Student Directions."

Remind students registering online that any fees not covered by the waiver (e.g., late fee, optional services) must be paid for with a credit card before submitting the registration.

No refunds can be made to students who have paid their registration fee, even if they would have been eligible for a waiver.

Distribution of Forms

ACT ships fee waiver forms each summer to high schools in the United States that had students who submitted fee waivers during the preceding academic year. The number of waivers allocated for 2010–2011 is based on the number processed in 2009–2010.

Fee waivers are available to high schools, active Upward Bound projects, and qualifying not-for-profit organizations. Officials who identify eligible students may contact ACT Registration to order fee waivers. Fee waiver forms are normally delivered within seven to ten working days of receiving the order.

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